

# CADET HANDBOOK



August 2008

**White Sands Missile Range  
Directorate of Emergency Services  
Law Enforcement Training Division**

**Cadet Handbook  
Agreement of Receipt and  
Understanding**

Issued to: \_\_\_\_\_

*Print Cadet's Name*

*Initial*

\_\_\_\_\_

I have read the White Sands Missile Range Basic Law Enforcement Academy Cadet Handbook.

\_\_\_\_\_

I understand the contents of the Cadet Handbook.

\_\_\_\_\_

I agree to abide by the policies and procedures within the Cadet Handbook.

\_\_\_\_\_

I understand that if I fail to comply with the policies and procedure, I am subject to disciplinary action, which has been identified within the Cadet Handbook.

Cadet Signature: \_\_\_\_\_

Class Number: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

*Signature*

*Printed Name*

*Detach and return to the Class Leader*

# **GENERAL INFORMATION/SPECIAL REQUIREMENTS**

## **Location**

White Sands Missile Range (WSMR) is located 21 miles East of Las Cruces and roughly 45 miles North of El Paso, Texas; it is just off Hwy 70.

## **Attendance Requirements**

Emergency leave and absence for medical consultations must be coordinated through the Director of Training/Course Manager. The cadet will coordinate and request all absences up to two hours in length with the Director of Training/Course Manager. All requests for absences more than two hours in length must be submitted in writing in accordance with White Sands Missile Range Cadet Evaluation Plan (IAW WSMR RA CEP). It is important that all cadets attend all scheduled courses of instruction. Any new cadet who misses one or more of the first three (3) days of basic training will not, as a general rule, be permitted to participate in that basic training program.

Special considerations will be given to those cadets who experience unavoidable delays in travel to WSMR and to those cadets who, because of a cancellation, received last minute notice of their acceptance into a program.

When, in the judgment of the Director of Training/Course Manager and the Commandant, West Region Police Academy, a cadet's cumulative absences, for any reason, result in too many classes being missed, the cadet will be dismissed from training.

## **History and Purpose of the Police Academy**

The White Sands Missile Range was inaugurated during 2005 to train United States Department of Defense, newly appointed Federal Police Officers. This program is designed to assimilate National Police Officer Standards and Training Commission (POST) guidelines for training and certification of police officers and to reflect mission requirements. This required the assimilation of recognized law enforcement training objectives and tasks into this academy course IAW AR 190-56. This academy meets and exceeds all federal law enforcement officer professional training standards. The White Sands Missile Range Regional Police Academy has several law enforcement instructors, who are certified to instruct in all phases of basic and advanced law enforcement curriculum, and who are motivated and enthusiastic about our agency goals.

The program of instruction is designed to provide the new officer with specific knowledge, ability and skills necessary to perform at the entrance level in Federal Law Enforcement. The White Sands Missile Range Regional Police Academy maintains liaison with several local, state and federal law enforcement agencies to keep abreast of new policies, procedures and basic operational techniques. The Program of Instruction has been designed by USAMPS in a manner to unify civilian and military law enforcement into a single standardized profession.

## **Length of Program**

This program encompasses 400.25 hours (965 ICH) of required and nationally recognized police training objectives and tasks. The cadet must master each training objective (written and practical) prior to receiving certification as a police academy graduate.

### **Standard Daily Schedule**

Physical Agility Session: 0530 to 0700  
Breakfast: 0700 to 0745  
Morning session: 0800 to 1130  
Lunch: 1 hour for lunch (time will vary)  
Afternoon session: **Class will be released by instructor.**

### **Graduation Requirements**

To receive a certificate of graduation, a cadet must successfully complete each graded segment of the program. This includes written examinations, graded practical exercises and PT.

### **Written Examinations**

There are seven (7) regularly scheduled examinations administered to the cadet. The cadet must achieve a minimum score of 70% on each examination. Any cadet who does not achieve a minimum score of 70 % on a written examination, "GO" on practical examination or "Pass" on a practical examination will be placed on probation and required to take and pass a remedial examination. The second examination will be administered within 3 training days of the first failure. Preparation for Practical Examination retest is the individual cadet's responsibility. The retest will not utilize the same scenario used on the initial failure. The Practical Examination retest will be conducted within the following 3 training days after the initial failure. Scheduling for the second examination will be determined by the Director of Training/Course Manager. If a cadet fails a second examination the cadet will not be permitted to take a remedial examination, and will be referred to the Director of Training/Course Manager who will refer the cadet to the Commandant, West Region Police Academy for appropriate action (IAW West Region Police Academy Cadet Evaluation Plan).

### **Patrol Officer Labs**

This phase deals with the practical application of all instructional material given during the academic phase. The cadet will be required to successfully complete this phase under the direct supervision of a White Sands Missile Range Regional Police Academy Instructor. The cadet will participate in structured training programs that will reinforce academic instruction and will allow the instructor opportunity to observe cadet performance in all practical duties and training objectives that are taught. The cadet will be required to demonstrate competency in all training objectives prior to receiving a police academy graduation certificate. The methods of evaluation are written testing and graded practical examinations, with a final review and approval from the Director of Training/Course Manager of the police academy prior to graduation from this entrance level police academy.

The cadet must attain a mark of satisfactory on each graded practical exercise. If a Cadet cannot demonstrate an established minimum standard of performance in all graded practical exercises; a certificate of graduation will not be awarded.

A cadet who does not receive a satisfactory level of proficiency in any of the practical demonstration training tasks will be offered the opportunity to participate in remedial training to correct the deficiency. The total amount of scheduled firearms remedial training will not exceed eight (8) hours and two re-tests.

# HONOR CODE

WSMR Cadet Honor Code is based on the premise that persons aspiring to serve as a Federal Law Enforcement Officer should exhibit the highest levels of personal conduct and integrity. The WSMR Cadet Honor Code prescribes that all work submitted by a cadet to successfully complete a WSMR training program be the sole product of the cadet. Each cadet has an obligation to uphold the highest standards of integrity in training, which includes a refusal to tolerate dishonesty by other cadets at WSMR and an active interest in contributing to the existence of a high sense of moral and social responsibility on the part of all cadets at WSMR. The code applies not only to written examinations but also to all work performed in the graded practical exercises of a training program. Honor Code violations, as outlined in WSMR Directives and existing guidelines for federal employees, will result in termination from training. The following are considered to be violations of the WSMR Cadet Honor Code as it pertains to dishonesty (cheating) on written examinations and graded exercises.

- Copying from another cadet's work
- Soliciting, giving, and/or receiving unauthorized aid (e.g., intentionally firing on another cadet's targets to help them qualify);
- The duplication or replication of any part of an examination or practical exercise;
- Exchanging and/or transmitting examination questions/materials from one class/cadet to another;
- Use/possession of duplicated or replicated examination questions/materials;
- Use of unauthorized aids;

Each cadet will be asked to sign a pledge stating that he or she will neither give nor receive aid from any unauthorized source before or during the examination, and that if the cadet observes or learns of another cadet's violation of the WSMR Honor Code, he or she is bound by the Honor Code to report to the examination or practical exercise administrator the name of each cadet(s) involved, furnishing such evidence as is available to support his or her charge. For the WSMR Cadet Honor Code to operate successfully, the cooperation of the entire cadet body of WSMR is essential.

# **CODE OF CONDUCT**

All cadets are expected to conduct themselves in a manner befitting Government employees. Executive Order 11222 (18 USC 201) states the basic philosophy of conduct for those who carry out the public business: "Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his government. Each individual officer, employee, or advisor of government must help earn and must honor that trust by his own integrity and conduct in all official actions." In addition US Army regulation 690-700 and the Police Academy directives cover all penalties for various offenses. All cadets will be held accountable under the established regulations and directives.

Each cadet is expected to adhere to these principles and to standards of behavior that will reflect credit upon the Government. Additionally, each cadet is reminded that Office of Personnel Management regulations state that Federal employees shall not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government. Included in the Government Code of Conduct is a statement regarding the responsibility to protect and conserve all Federal property. All cadets must be constantly aware that their behavior both at WSMR and in the local community reflects not only of themselves, but also of the Federal Government, WSMR and their employing organizations. Model conduct is particularly important in the cadet dormitories and contract housing where the rights of others to an environment conducive to study and rest are paramount.

## **CLASSROOM CONDUCT**

All cadets will be in their assigned classroom at the instructor's assigned time at the beginning of each class and after each assigned class break. Cadets will stay in the class room during the assigned class period.

In case of illness that requires leaving the class for personal and health reasons, the cadet will excuse themselves and leave the class. The cadet will advise academy staff as soon as possible to his/her purpose for leaving class during instruction. If a cadet has a need, and will continuously leave a class, the Cadre must be advised of the situation and must approve the cadet missing portions of the assigned class.

Cadets will be responsible to demonstrate a sincere interest, have an open mind and make an honest attempt to gain knowledge, learn theory and develop skills and procedures necessary for the successful completion of their assigned course. Cadets shall be courteous and respectful in all dealings with Cadre, Instructors, fellow officers/cadets, and the public and administrative staff.

Cadets shall not bring visitors into the classroom at any time. Visitors are allowed only after classroom hours. All visitors must check-in with the security guards at the

entrance gate and must be verified by the cadet. Visitors are subject to a vehicle inspection upon entering post and are issued a temporary vehicle pass. Individuals requesting a visitor's pass must present proof of current insurance, registration and valid driver's license.

Cadets are encouraged to ask questions during the assigned classroom periods and address additional questions to any training staff after classroom hours. Cadets shall take detailed classroom notes. The Training Staff will check the individual cadet notes. The cadet will take classroom notes in pencil and will rewrite the classroom notes in ink.

Cadets shall attend all classes as scheduled and shall not leave academy facilities during class training sessions without obtaining verbal permission to be absent from the Training Staff. Consumption of any type of food item(s) in the classroom(s) is prohibited. Beverages such as juice, soft drinks, coffee, or tea may be consumed in the classroom at the discretion of the instructor; however, containers must have a lid, top or cover to prevent spills. (NOTE: Instructors/supervisors may restrict the possession of beverages in certain classrooms) Non-training items/materials (i.e. newspapers, magazines, personal radios, etc.) are not authorized in the classroom.

Conduct expected in the classroom and practical exercise sites is no different at WSMR than that expected of cadets in any well-disciplined institution of learning. Cadets are expected to be prompt, attentive, cooperative, and courteous to instructors and fellow cadets. It is the policy of WSMR that all allegations of cheating in WSMR conducted training programs be reported through official channels to appropriate personnel. Further, each instance of alleged cheating will be reviewed in detail as is necessary to determine whether there is validity to such allegation. Finally, any allegation of cheating shall be made an official matter together with the results of the review and appropriate action. Cadets found cheating will immediately be dismissed from training.

Cheating is any situation in which a cadet gives or receives unauthorized assistance while performing a task, the satisfactory completion of which is a requirement for completion of a course of study conducted by WSMR. This also applies to the recreation and exchange of actual test questions from one class/cadet to one another, as well as any attempts to replicate actual examinations. Cadets should not construe this as to restrict group study and the sharing of classroom notes.

Cadets are cautioned that corrective or disciplinary action will be taken to uphold standards of conduct, including removal from training or placement in probationary status. Such action will be coordinated with the cadet's employing organization.

## **RECORDING DEVICES**

It is the policy of WSMR that recording devices will not be used in the classroom by

cadets, except under special circumstances and with the Director of Training/Course Manager West Region Police Academy's permission.

## **GRADUATION**

On graduation day, cadets will receive certificates and any awards that were earned. During graduation ceremonies all cadets are expected to wear their assigned agency dress uniform. Cadets improperly attired at graduation may be prohibited from participation and informed that the graduation certificate and an explanation as to why the certificate was not awarded at graduation will be mailed to their employer.

## **CLASS COMMAND STRUCTURE**

Cadets will be chosen by the training staff to act as a command structure within each class. Assignments/titles will include Class leader and Squad leaders. The number of cadets assigned to these duties will vary based on the number of cadets in each class. The assignments of Class leader or Squad leader may be rotated at the discretion of the Training Staff or these assignments may be permanent for the duration of the course.

The duties of these positions include acting as liaison between the Academy class, individual cadets and the Training Staff. Other duties will include, but will not be limited to the following: Pick-up and delivery of cadet mail, checking attendance when assigned, conducting roll call, informing the Training Staff of cadet misconduct and miscellaneous staff assigned duties.

The Class leader and Squad leaders have the authority and duty to carry out any reasonable/legal orders, assignments or instructions given to them by the Training Staff. Class leaders and Squad leaders are an extension of the Chain of Command. The Class leader and Squad leaders are ultimately responsible to the Director of Training/Course Manager.

## **DISCIPLINARY ACTION**

The purpose of this section is to give the cadet and the Training Staff guidance in the administration of disciplinary action (IAW CEP and CMP). It ensures that disciplinary action will be used in a constructive manner.

At no time will Training Staff use disciplinary action to harass, humiliate or intimidate a cadet. Staff will provide a positive learning environment, employ techniques to "coach forward" to correct errors and will positively reinforce success. This guideline serves four main goals:



1. To increase the cadet's knowledge and performance of Law Enforcement procedures through the use of memos and research papers (Example-report writing, legal decisions etc.).
2. To increase the cadets' physical ability, which is necessary to acquire custody and aid in officer survival (requires upper body strength).
3. To assist the cadet in preparation for passing the exit standard tests, which consist of job-related obstacle courses that require upper body strength.
4. Provide immediate and positive action that is designed to correct behavior, create a positive outcome and include positive learning opportunities.

It is the Academy administration's belief that the staff and cadets are and should be held to a higher code of conduct than a civilian adult in a normal adult learning facility or environment.

To insure consistency and fairness in disciplinary actions, any Training staff member disciplining a cadet will document the incident in writing. Adjunct staff can provide counseling, remedial training and verbal warnings. Training Staff will administrate any other level of disciplinary actions as outlined in this code of conduct.

# **POLICY ON SEXUAL HARRASSMENT**

## **Policy -**

Sexual harassment is prohibited conduct in the work place and shall not be condoned or tolerated at WSMR. It is illegal, disrespectful of an individual's rights, and damaging to all employees.

## **Definition -**

Sexual harassment is:

- Deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome;
- Implicit or explicit coercive sexual behavior used to control, influence, or affect the career, salary, or job of an employee;
- A prohibited personnel practice under Title 5, United States Code, Section 2301, when it results in discrimination for or against an employee on the basis of conduct not related to performance: and
- Any verbal or physical conduct of a sexual nature which interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

## **IF YOU ARE THE VICTIM OF SEXUAL HARASSMENT OR IF YOU OBSERVE SEXUAL HARASSMENT AT WSMR-**

- Report the incident to an Instructor, Director of Training/Course Manager; Commandant, West Region Police Academy; or to your Agency Representative.
- Report the incident to your supervisor or to any EEO Officer or EEO Counselor;

# ALCOHOLIC BEVERAGES

The sale of alcoholic beverages is subject to several restrictions. Alcoholic beverages will not be sold to anyone less than 21 years of age or anyone in an obviously intoxicated condition. Alcoholic beverages will not be consumed or possessed by personnel in training during normal working hours or adjacent to a training area at any time. This includes the grounds, parking areas and training facilities.

Any cadet under the influence of or in possession of an alcoholic beverage while on duty will be dismissed from the training program. Any cadet exhibiting behavior, indicating the cadet is under the influence of alcohol or other drugs will be subject to alcohol or drug testing at the discretion and expense of the Department of the Army.

Cadets shall maintain in their possession at all times any prescription label for a controlled substance and/or any other medication prescribed by competent medical authority. Cadets will notify the staff of the prescription upon arrival.

## DRESS CODE (IAW AR 190-56)

**Personal Appearance:** The personal appearance presented by cadets of the WSMR Training Program reflects not only upon WSMR and the organizations cadets represent, but also upon the law enforcement profession and the United States Government. Therefore, each cadet has a responsibility to observe the minimum standards of personal dress outlined below.

**WSMR or Agency Issued Uniform:** When the uniform is worn, all buttons except the collar button will be buttoned and shirttail will be tucked neatly into the trousers (unless specifically designed to be worn otherwise). Only prescribed undershirts will be worn with the WSMR or agency-issued uniforms. Sandals are prohibited.

**Classroom Attire:** Classroom attire will be the prescribed duty uniform. These uniforms will be maintained in a professional manner.

**Uniform Hats, Caps or Headgear:** Uniform headgear will consist only of the official hat, cap or headgear IAW AR 190-56. Headgear will not be worn in the classroom, Dining Facilities or other buildings on WSMR.

**Physical Training Uniforms:** The WSMR physical training uniforms are required while participating in all physical training activities. The cadet must bring T-shirt (black), gym shorts (black), sweat suits (black), supporters, athletic bras, socks, bathing suits, and shower shoes. These items can be purchased at the PX or local stores.

Physical training uniforms must be worn in their entirety by all cadets engaged in any physical training activity within the designated physical fitness training area and while utilizing the running track. Cadets shall bring a clean set of physical fitness gear each day of training. Reflective belts will be worn during physical fitness training.

## **ARRIVAL/DEPARTURE INFORMATION**

### **Academy Check-In**

All cadets must report to Bldg 378 White Sands Missile Range for in-processing/accountability between 0800 -2000 on the day prior to the academy start date. Cadets may check into their hotels prior to arrival. For directions or further information contact the West Region Police Academy at (575) 678-3710 or (575) 678-1234.

### **Automobiles**

Cadets who drive must register their vehicles at the Visitor's center with the exception of those driving government plated vehicles. A valid driver's license, current vehicle insurance card, and vehicle registration, or written authorization from the registered owner to operate the vehicle before a registration decal will be issued. Cadets shall maintain these valid credentials for the duration of training.

Motor vehicles shall be parked within indicated or assigned parking areas only. Motor vehicles of any type parked in driveways, walkways, or other such areas will be subject to being towed at the owner's or driver's expense.

Cadets who are cited for traffic violations may lose their driving privileges on the installation, and depending on the severity may be dismissed from the program. Illegal parking of any vehicle (personal, Government-owned or rental) can also result in loss of driving privileges on WSMR. Any cadet receiving a traffic violation notice shall notify the Director of Training/Course Manager, in writing within two working days of the offense. This will include all citations that are received whether in state or federal jurisdiction.

### **Weapons**

Cadets are not permitted to keep any weapons or ammunition (personal or issued) on their persons, in their room or in their automobile.

**DO NOT BRING ANY WEAPONS OR AMMUNITION ON WSMR PROPERTY!**

### **Airport Courtesy**

Because the potential for loss of life is great, airport security officials must take any possible threat, even those made in jest, seriously. A cadet must not make any comments that cause anxiety among airport security officials. Additionally, cadets should be familiar with the regulations and procedures governing the carrying of

weapons aboard commercial aircraft.

WSMR cadets may be disciplined by their agencies, including loss of their jobs, for making improper statements about having weapons while processing through airport facilities and security checkpoints.

## **TRAFFIC REGULATIONS**

All persons entering onto and operating motor vehicles on WSMR property are subject to the WSMR traffic regulations. The WSMR Police Officers will cite violators as appropriate.

In accordance with USC 18 sec 7/ 13 violators may be assessed a monetary fine, depending on the violation. Violations result in the assignment of points for each citation and can mean revocation of driving privileges for a period of time commensurate with the severity of the offense.

Anyone occupying a motor vehicle shall have the safety belt properly fastened at all times while the vehicle is in motion.

Cadets receiving any state or federal traffic violation notice shall notify the Commander, Police Academy in writing within two working days of issuance.

## **USE OF GOVERNMENT VEHICLES**

### **Operator Responsibility**

As provided by law, the use of Government-owned vehicles is restricted to official purposes only. The operator of a GSA/WSMR vehicle is responsible for the proper use, servicing and protection of the vehicle while in his/her custody, and is responsible for reporting any accidents in which the vehicle is involved. To operate a motor vehicle furnished by GSA/WSMR Fleet, civilian employees of the Federal Government shall carry a valid state operator's license and some form of agency identification. All occupants will wear seat belts at all times while operating a GSA/WSMR vehicle IAW AR 190-5. Due to the damages that have been known to occur to the carpet and upholstery as a result of spills, WSMR requests food and/or drink be kept out of Government-owned or leased vehicles.

## **IDENTIFICATION CARDS OR BADGES**

Identification cards and badges will be required of all cadets. Cadets are required to have and carry their issued US government employee identification card at all times while on the installation. The cadet shall arrive at WSMR with this issued identification card prior to beginning any training program. Failure to have this identification card may result in removal from any training programs. There are no exceptions to this policy.

The ID badge is required to utilize the facilities on WSMR such as checking out athletic equipment, library access, and eligibility for meals. It is also used for identification when re-entering WSMR from off post locations. All lost badges need to be reported immediately to academy staff.

## **SPECIAL ACCESS AND ACCOMMODATION INFORMATION**

WSMR provides reasonable accommodations, upon request, to cadets with disabilities. Cadets requiring TDD accessibility, special transportation arrangements (i.e. wheel chair lifts), a sign language interpreter, special computer enhancements, or other accommodations should contact the Director of Training/Course Manager, prior to the start of class so that arrangements can be made.

Information regarding facilities at WSMR that provide access for disabled cadets and staff can be obtained from the Director of Training/Course Manager.

### **Access Restrictions for Guests**

Cadets are required to report any guests to the Police Academy Staff. Cadets are responsible for the conduct and actions of their guests. Guests may not stay overnight in a cadet's room. If room reservations are required, the cadet may contact the local hotel/motel facilities. Any violations may result in disciplinary actions against the cadet.

## **HEALTH SERVICES**

**Sick Leave:** All sick leave requests must be coordinated through the Academy staff. Sick leave may be authorized when Health Services certifies a cadet's absence from class for incapacitation due to illness or injury. Cadets excused for these purposes are to remain in their assigned housing, Health Services, or in rehabilitative facilities, unless otherwise authorized.

**Injuries:** All injuries must be reported to Health Services and a CA-1 form (Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) must be completed on the accident. Without a record of the injury, there is no way to substantiate a claim should the injury cause the cadet, at a later date, to be unable to perform assigned duties. Since State and Local cadets are not covered under the Federal Workmen's Compensation Act, cadets should be familiar with their particular compensation plans and the proper procedures for filing claims.

**Employment Related Injuries:** All injuries incurred by cadets during training hours and athletic activity on WSMR must be reported to Health Services at McAfee Occupational Health Department. The cadet and the cadet's supervisor/program specialist must complete a form CA-1 within 48 hours of injury. Cadets with injuries that require further

treatment will be sent to the appropriate emergency care facility or other specialty treatment facilities. The treating facility will be provided with a copy of Form CA-16 (Request for Examination and/or Treatment), by the cadet, which will cover any expenses involved.

For cadets who are injured in athletic activities on WSMR on weekends, holidays, or after 1800 on workdays and require emergency treatment, the WSMR Fire and Emergency Services will arrange for emergency transportation if necessary. The cadet should report to Health Services at the start of the next business day.

**Non-Employment Related Injuries:** Non-employment related injuries and injuries incurred due to intoxication of the injured employee, will misconduct, or intentional acts to bring about injury or death to oneself or another are not covered by the Federal Employees Compensation Act (FECA). The latter injuries will be handled in the same manner as non-employment related illnesses. Cadets are welcome to use the facilities of Health Services; however, should a non-employment injury require further medical treatment, the expense of the additional treatment will be borne by the cadet or paid by the cadet's insurance company.

The cadet must inform the hospital personnel that the condition requiring treatment is not employment related and present the appropriate insurance/hospital card, to the hospital personnel. Any questions concerning billing procedure of the hospital shall be directed to the billing department of the treating facility.

**Regular Illnesses:** Cadets who become ill after normal training hours and feel that they need to receive medical care during the evening hours, on weekends or on Federal holidays should do the following:

- (1) If housed off-post: Call 911 if the illness is severe or an emergency. If the illness is non-emergency, cadets should make their own arrangements for transportation to a medical facility.
- (2) If housed on-post: Call 911 if the illness is severe or an emergency. If the illness is non-emergency, cadets should make their own arrangements for transportation to a medical facility.

Treatment for emergencies and other illnesses is available at McAfee Army Health Clinic or other specialty clinics in the area. **Illnesses are treated in the same manner as non-employment related injuries and the expense is borne by the cadet.**

**Quarters:** Cadets whose illness or injuries prevent them from attending classes will be kept at a health care facility (depending on the severity) or assigned to their rooms. The facility medical staff will monitor their condition, provide the medical care prescribed by the facility physician, and arrange for meals to be brought to them. Information is available from the Program Coordinator.

Injured cadets may be sent to the Athletic Trainers for initial assessment and first aid treatment. The cadet will then be referred to Occupational Health Services (McAfee) for further evaluation. The medical staff will provide the cadet with several forms, including a CA-1 form and a Physical Therapy and Rehabilitation Prescription Referral Form (Form FTC-OTS-2) that should be taken back to the Athletic Trainer(s) for follow-up therapy.

The Occupational Health Services Branch emphasizes the importance of reporting all injuries as soon as possible in order to receive a proper assessment and appropriate subsequent treatments. This will result in an expedient return to training.

## **CAMERAS**

WSMR policy prohibits taking identifiable facial photos of cadets or staff without prior permission of the individuals involved. In addition, it is unlawful for selected agency personnel to be photographed under any circumstances. No photographs may be taken in restricted or controlled areas. (Reference OPSEC Guidance P231903Z August 05)

Although this policy does not preclude "fond memory" type photographs or photography necessary as a part of a course of instruction, cadets and their visitors are required to adhere to this policy and remain sensitive to its purpose and intent. Please report all suspicious circumstances involving photographic film images being taken to the Director of Training/Course Manager of the Police Academy.

## **SMOKING POLICY**

WSMR is a smoke-free workplace. Use of tobacco products is strictly prohibited inside all WSMR buildings, rooms, quarters, facilities and vehicles. Smoking is only allowed in designated areas.

## **TRANSPORTATION**

### **On-Post Transportation**

In general, cadets will be required to be ready at scheduled pick up/drop off times to and from lodging, dining hall, and classes. Any changes to the post pick up/drop off schedule will be posted and announced.

### **Off-Post Transportation**

There is no Government transportation available for recreation or personal activities. Car rental agencies, taxi services, and public transportation are available in the area.



# COMMUNICATION INFORMATION

## EMERGENCY TELEPHONE NUMBERS

AMBULANCE/FIRE/POLICE .....	911
White Sands Missile Range Police Department.....	505-678-1234 (on post 3-1234)
Health Services .....	3-2882
Provost Marshall Investigators .....	3-4717

### TELEPHONE DIALING INSTRUCTIONS

WMSR Switch Board.....	0
On-Post-to-On-Post.....	dial one number prefix then four-digit extension
On-Post to Off-Post.....	dial 9 + area code and number
Off-Post to On-Post. ....	Area code and number

NOTE: Pay phones are not connected to the Post phone switchboard system; you must dial the full number.

### EMERGENCY INCOMING CALLS FOR CADETS

To transmit an important or emergency message to a cadet, call the following number:	
Police Academy.....	505-678-7800 or 5497
Police.....	505-678-1234

### TELEPHONE USAGE INFORMATION

**EMERGENCY CALLS:** During training periods, all cadets will be notified of emergency calls by their Training Officer. After 5:00 pm cadets will be contacted in their rooms. If the cadet is not in, a copy of the message will be left on the officer's door. Messages for other than emergencies are posted on the appropriate bulletin board.

**PERSONAL CALLS:** Calls from outside the Post must have the area code and desired number. When dialing out, calls are restricted to local, toll free (e.g. 1-800 or 1-888 numbers) or calling card calls.

**OFFICIAL CALLS:** Necessary official calls can be coordinated through your Training Officer. Charge-a-call telephones are available for cadets who have been issued official calling cards.

**OFFICIAL OVERSEAS CALLS:** Prior to placing an official overseas call on WSMR phone you must first have authorization from the Director of Training/Course Manager. The telecommunication attendant will place these calls and verify authorization prior to placing the call.

# CADET CONVENIENCES

## **WSMR Post Exchange (PX) and Other Facilities**

WSMR Facilities are located at various locations through out the post. Below listed are the building numbers and hours of operation.

<u>Facility</u>	<u>Building Number</u>	<u>Hours</u>
ATM	260	24 Hours
Auto Craft Shop	1430	678-5500
Bank (WSFCU)	143	678-1217
Barber Shop	238	678-6600
Bowling Alley	234	678-3465
Commissary	262	678-2313
Thrift Shop	250	678-3681
Post Exchange	260	678-2072
Post Office	153	678-1257
Shoppette	260	678-0248

The PX and Shoppette carry newspapers, books, stationary, snack items, beverages, tobacco products, personal accessories, clothing, and souvenir items. An ATM is also available. (NOTE: There is restrictions on use of these facilities, please check with the Director of Training/Course Manager, Police Academy for proper use.) Hours of operation may vary; it is the norm that these facilities will be closed for all Federal holidays.

## **Post Office**

There is limited hours on Saturday. The Post Office is closed on Sundays and holidays. Incoming mail will be held in the Post Office and may be picked up by the class or agency representative.

**Personal Mail:** Your personal WSMR mailing address is:

*Your Name*

*Police Academy (IMSW- WSM-*

*EL) Class Number*

*Room 111*

*Bldg# 384 Picatinny Ave*

*WSMR, NM 88002*

Mail depository boxes are at the Post Office Building 153 (interior and exterior).

Postage stamp vending machines have been installed in the Post Office, and stamps are available for purchase at the Shoppette and PX. **Barber Shop and Hair Styling**

A full-service barber shop/styling salon is available on-post. Walk-ins are welcome. No appointment is necessary.

## **Photocopies**

Several photocopy machines are available for cadet use at various locations. Check with Academy Staff for locations.

### **FAX Machines**

Telephone fax machines are located in the Training Division of the Police Department. Cadets may send and receive documents official in nature with prior approval from Director of Training/Course Manager.

The Following recreational facilities are available after training hours:

Bowling Center 505-678-1394

Frontier Club 505-678-2055

Italian Café 505-678-0544

Aquatic Center 505-678-1068

Bell Gymnasium 505-678-3374

## **CADET ACTIVITIES**

### **Physical Techniques Facilities**

There are various on-post activities in which cadets may participate. The following facilities are in the Bell Gymnasium Bldg# 263 and are available after regular training hours.

#### *Gymnasium*

*Weight Training Rooms Aerobics*

*Room Cardiovascular Training*

*Rooms Handball/Racquetball Courts*

Gear for basketball, softball, tennis, handball, and racquetball can be obtained from the uniform and equipment issue window (505-678-3374). It is advisable that reservations be made for use of the handball/racquetball courts to insure availability.

**Rules and Regulations:** The following rules and regulations apply to all personnel while using the physical training facilities (indoor and outdoor facilities). The following rules are in conjunction with any established rules of the facility.

1. Appropriate Physical Agility uniform must be worn when using facilities.
2. Athletic footwear is to be worn with the PT uniform and must be removed prior to entering the matted rooms. Running shoes are not permitted in the gymnasium or on the racquetball courts. Shower shoes are only to be worn in the locker room or at pool areas.
3. Jewelry should not be worn while using the facilities weight equipment.
4. The removal of shirts is not permitted in the facilities except when required for training or in the confines of the locker room.
5. Smoking is prohibited within 100 feet of the facilities.
6. Individuals are encouraged to secure personal items in gym locker with padlock.

7. All equipment in the various facilities will be returned or placed in the appropriate racks or storage areas. This includes but is not exclusive to the following training, equipment: basketballs, volleyballs and related equipment, mats, kicking pads, batons, bats, etc.
8. Cadets will **not** use or practice the Physical Agility or confidence course alone.

## **USE OF COMPUTERS AND INTERNET**

The Education Center is located at Bldg 465, the contact number is 505-678-4646. Contact personnel at the Education Center for hours of operation and accessibility to internet services. Cadets are not to use computers for any activity that violates or infringes on the rights of any person.

Cadets are not to use computers for any storage, handling, viewing or preparation of material that is defamatory, false, abusive, pornographic, profane, sexually harassing, threatening, racially offensive, discriminatory or illegal.

Cadets are not to use computers to solicit the performance of any activity that is prohibited by law. Cadets are not to use computers for any communications that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, language accent, source of income, physical appearance or agility, mental or physical disability or occupation.

Cadets are not to use computers to access, retrieve or print information that exceeds the bounds of generally accepted standards, good taste and ethics. Cadets are not to use computers to engage in any activity that would compromise the security of any computer or database, access any other computer or database they are not specifically authorized to access, or change information on any computer or database they are not specifically authorized to change.

## **WSMR LIBRARY LEARNING CENTER**

The WSMR Library Learning Center is located at Building 465. This Center maintains reference materials on law, criminal justice, and other literature in book format, CDs, and periodicals. In addition, each training division maintains a separate collection specific to its subject matter needs.

The library staff can assist you in locating materials. Current subscriptions are maintained for numerous periodicals, including newspapers from several cities in the country. Books and periodicals for recreational reading are also available. Please contact the library at 505-678-5820 for hours of operation.

Cadets may be attired in casual clothing conducive to a comfortable study environment.

Athletic attire and bath suits are deemed inappropriate and, therefore, are not permitted in the library. Smoking, eating and drinking are not permitted in any of the library facilities.

## DEPARTURE INFORMATION

- Check out time is no later than 12:00 (noon) unless otherwise directed by the housing establishment.
- For classes graduating in the morning, arrangements should be made for flight departures after 2:30 p.m. on that day.
- For classes graduating in the afternoon, arrangements should be made for flight departures after 8:00 a.m. on the following day.
- All equipment must be turned in the day prior to graduation. Cadets will be responsible for the cost of missing or damaged equipment.

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NOTE: All arrangements for transportation must be provided to the academy staff, so that transportation needs can be met, **not later than 5 days prior to travel.**  
On your final departure from WSMR, it is your responsibility to return all equipment and keys to Academy Personnel.

## REQUEST FOR TRANSCRIPTS

Transcripts for basic and advanced cadets maybe obtained from the Police Academy Director of Training/Course Manager. Cadets, colleges or employers requesting transcripts should forward the requests to:

ATTN: Director of Training/Course  
Manager, Police Academy White Sands  
Missile Range Police Academy  
384 Picatinny Avenue (IMSW-WSM-ESL)  
White Sands Missile Range, NM 88002

NOTE: The West Regional Police Academy does not set policy for the Department of the Army, but applies it in the administration of this career entry training program. Policy questions may be directed to the individual student's Regional Installation Management Agency (IMA), through his/her chain of command. Each Regional IMA and MACOM is represented at the DA Civilian Police Working Group that meets at least annually for the purpose of determining post-academy annual training requirements and resolving issues pertaining to the performance of official duties through Planning, Observation & Analysis, Supervision, Organization, Reporting, and Budgeting. By leveraging the DOTMLPF (Doctrine, Organization, Training, Materials, Leadership, Personnel, & Facilities) problem-solving matrix, each properly reported issue will be formally staffed, classified, tracked, resolved and archived for historical purposes.

## REVISION STATUS

Original: June 2006

Reviewed: August 2008